



COLORADO

**Division of Homeland Security
& Emergency Management**

Department of Public Safety



2022 Colorado Emergency Management Conference

Breakout Session Speaker Guidance and Instruction Packet

February 22 – February 25, 2022

Embassy Suites Loveland Hotel Conference Center & Spa

Breakout Sessions

The Colorado Emergency Management Conference Call for Presentations runs from June 28, 2021 through August 13, 2021. All applications must be submitted by **5:00pm MST on August 13, 2021** to be considered. There will be no exceptions to this deadline.

Conference Theme

Crisis and Emergency Management Transformation: Redefining Emergency and Disaster Management in Colorado

Breakout Session Style

Each breakout session lasts 60 minutes. Presentations must be structured to allow time for questions and answers within the 60 minutes allocated.

2022 Breakout Focus Areas

The Conference Committee requires presentations that are specifically developed for the Colorado Emergency Management Annual Conference audience and for the current year's theme. When developing your submission, please focus on one of the following topic areas:

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Topic Area	Description
Emerging Trends and Innovation	Presentations should include anything that is up-and-coming, that promotes furthering the emergency management field to the next level. Presentations should not include basic emergency management topics or technology.
Leadership	Presentations should include topics such as facilitation, mediation, coordination and advanced leadership to allow participants to utilize new skills in the future. Presentations should not include mere ICS leadership and should instead address the complexities of emergency management.
The Whole of Community	Presentations should include topics that relate to the Whole Community concept.
Current Research and Best Practices	Presentations should include research and best practices from the last 5 years, including practical application of end results. Presentations should not include mere information about the best practice or research, but should instead have identifiable actions for emergency managers to use in their work.
Public / Private Sector Partnerships	Presentations should include projects or programs that are enhanced by partnerships and collaboration and should be repeatable in jurisdictions throughout the state. Presentations should not include topics that are not relevant to Colorado.
Our Changing Risk and Hazard Environment	Presentations should include relevant information regarding changing conditions in the field, along with future solutions and innovations to better prepare for these changes.
Policy and Advocacy	Presentations should include emerging policies, programs, laws and regulations affecting emergency management, as well as recent advocacy topics or tools. Presentations should not include basic rules and regulations that can be easily understood by reading the policy or regulation.
Public Health and Medical	Presentations should include topics related to public health and medical preparedness, response, and/or recovery.

Submission Requirements

Complete the online application by following this link: [Breakout Session Submission Form](#)

What's in the application:

- Primary speaker name and contact information
- Names of additional speakers
- Title: 150-character limit
- Brief description (no more than two sentences) for conference program and website
- Abstract: 1500-character limit
- Up to three (3) objectives
- Short biography for all speakers: 1000-character limit per bio

Tips for Completing the Online Application

- Read all instructions carefully.
- Complete all fields – incomplete applications will be disqualified.
- Double check for typos before you submit.
- Objectives:
 - **Objective:** *Defines the expected outcome; what attendees will be able to do as a result of this session (action-oriented).*
Example: Understand the purpose and benefits of the National Weather Service StormReady Program.

NOTE: You must meet ALL requirements. Any missing items will disqualify the submission from the selection process.

Scoring and Selection Process Applications

Submissions are scored on the following:

- A complete and accurate application – **INCOMPLETE SUBMISSIONS WILL BE DISQUALIFIED AND REMOVED FROM REVIEW.**
- Quality of submitted presentation.
- Speaker(s) expertise, knowledge, and ability to challenge conference attendees.
- Compelling presentation - a “story” that will engage the audience.
- Topic and relevance to the conference / attendees.
- New ideas and approaches.
- Leading edge and topical subjects.
- Practical advice for practitioners.

Creating Effective Slide Presentations

- NO WALL OF TEXT, PLEASE!
- Limit the number of colors, patterns and graphics on one slide.
- Use simple charts and graphics rather than complex, cluttered ones.

Handouts and Evaluations

Speakers are responsible for providing their own handouts and audience evaluations ahead of time so that they can be shared, virtually, with session attendees.

Financial Support

CEMA offers a complimentary one-day conference registration for one speaker per session. If you have more than one speaker for your session, please coordinate amongst yourselves to determine who will receive the complimentary one-day registration.

The Speaker Committee will provide the complimentary registration to the designated key contact for the session unless we are notified otherwise. Note that all speakers must register for the conference to receive admittance to the event. Please do not register for the conference until you have been notified of your speaking status.

Non-Commercial Nature of Sessions

CEMA provides an opportunity for open dialogue and a creative exchange of ideas among participants. Speakers may not endorse brand names or specific products in their presentation. Under no circumstances may this platform be used as a place for direct promotion of a speaker's product or service. Any presenter who violates this policy jeopardizes his or her opportunity to present at future Colorado Emergency Management conferences.

Important Dates

Call for Presentations Opens	June 28, 2021
Speaker Application Deadline	August 13, 2021
Notification of Speaker Selections	September 03, 2021
Speakers Confirm Intent to Speak	September 17, 2021
Finalize Breakout Session Materials Submitted	January 07, 2022
Speakers Complete Conference Registration	January 17, 2022

Contact Information

Speakers Committee: EMConference.CO@gmail.com

**Thank you for your interest and support of the 2022 Colorado
Emergency Management Conference!**